

**City of Chattanooga, TN**  
**Personnel Class Specification**

***CLASS CODE 1716***

**FLSA: Non-Exempt**

**CLASSIFICATION TITLE: GRAPHIC ARTIST**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform technical work functions associated with producing graphic designs and layouts for maps, brochures, charts, photography, exhibits and presentations.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Produces graphic designs and layouts utilizing various computer programs, photographic copiers/scanners, and drafting/artist instruments.

Produces maps, brochures, charts, photography, exhibits, and presentations.

Scans photographs and slides; manipulates them on computer to create before/after photographic simulations.

Draws large wall maps by hand.

Photographs slides for presentations.

Typesets various documents and projects.

Develops three-dimensional graphics and signs.

Assists in producing newsletters.

Copies maps and aerial photographs for the public, using blueprint and large format copy machinery.

Performs research functions as needed.

Operates a variety of machinery, equipment, and tools associated with department activities, which may include a computer, printer, scanner, copy machine, blueprint copy machine, photographic equipment, lettering machine, electric eraser, drafting/artist instruments, calculator, and telephone.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, desktop publishing, photo manipulation, drawing/illustration, graphics/presentation, or other software programs.

Prepares or completes various forms, reports, correspondence, maps, brochures, charts, photography, exhibits, presentations, slides, signs, newsletters, or other documents.

Receives various forms, reports, correspondence, photographs, slides, maps, subdivision plats, street map index, aerial photograph index, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Copies and distributes forms, reports, correspondence, maps, photographs, and other related materials.

Answers the telephone; provides information, guidance and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.

Communicates with supervisor, employees, other departments, customers, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Conducts various errands as needed; transports projects/documentation to photo/copy service providers or other vendors.

### **ADDITIONAL FUNCTIONS**

Operates a motor vehicle to conduct work activities.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by college level course work or vocational training in graphic design; supplemented by one (1) year previous experience and/or training involving graphic design, desktop publishing, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.